

HARASSMENT

ONLINE ANNUAL TRAINING

2015

It is the policy of Rutherford County ...

- ▶ To provide a safe and secure work environment in which all individuals are treated with respect and dignity.



What is Harassment?

- ▶ Harassment consists of unwelcome behavior that is based upon a person's protected class.
- ▶ Protected class includes: sex, race, color, religious or political beliefs, national origin, age (40 or older), sexual orientation or disabilities (mental or physical).

What is Harassment (continued ...)

- ▶ Harassment includes conduct that demeans or shows hostility or aversion toward an individual because of his or her protected class.
- ▶ Harassment occurs when unwelcome behaviors create an intimidating, hostile, or offensive workplace for a reasonable person.

Examples of Harassment:

- ▶ Verbal jokes, slurs or insults
- ▶ Posters or calendars containing suggestive or insulting content.
- ▶ Letters, notes, faxes or emails containing suggestive or insulting content.
- ▶ Unwanted touching of any type: hugging, pinching, patting or grabbing.

What is Sexual Harassment?

- ▶ Unwelcome conduct of a sexual nature.
 - * Includes unwelcome sexual advances and/or requests for sexual favors.
 - * May be verbal, nonverbal, or physical conduct of a sexual nature.
- ▶ Sexual harassment can happen regardless of the sex or gender of the parties involved.

What is Quid Pro Quo?

Harassment that occurs when a superior causes someone to believe that they must submit to unwelcome sexual conduct as a condition of their employment.

What is Workplace Bullying?

- ▶ Workplace Bullying is repeated mistreatment towards an individual which interferes with their work. Bullying is unrelated to a protected class (age, sex, gender, etc.).
- ▶ Workplace Bullying includes disrespectful verbal abuse such as gossiping or criticizing others.
- ▶ People who bully may be in a higher position of authority and purposely withhold business information or overrule decisions in an effort to sabotage or prevent work from getting done.



Reporting Harassment

- ▶ If you believe you have been harassed based on your protected class(examples: age, sex, gender):
 - ▶ **DO NOT** remain silent.
 - ▶ You may want to keep a written log of all incidents of harassment, noting the date, time place, persons involved and any witnesses to the event.
 - ▶ Tell the harasser know you find their conduct offensive and unwelcome. State clearly that you want the offensive conduct to **STOP** at once.

Reporting Harassment (Continued ...)

- ▶ If the conduct does not stop after you speak to the harasser, then notify your Elected Official, Director or Department Head.
- ▶ If at any time you feel uncomfortable reporting the incident to the above mentioned individuals, you may report it to the Human Resources Director or County Mayor.
- ▶ **REPORTING THE INCIDENT IS ESSENTIAL** in order to correct the behavior of the harasser.



WORKPLACE VIOLENCE

Rutherford County is committed to:

- ▶ Preventing workplace violence and maintaining a safe work environment.

What is Workplace Violence?

- ▶ Any disruptive behavior at work that is violent, threatens violence, coerces, harasses or intimidates others causing disturbances and interference with normal work.

Examples of Workplace Violence

- ▶ Verbal threats
- ▶ Physical assaults on persons or property
- ▶ Stalking
- ▶ Aggressive or hostile behavior

Reporting Workplace Violence:

- ▶ If you observe or experience any workplace violence, REPORT it immediately to the Elected Official, Director or Department Head.
- ▶ **DO NOT** place yourself in danger.
- ▶ When reporting a threat of violence to a supervisor, be as specific and detailed as possible (who, what, when, where, and any possible witnesses) when describing the incident.

Corrective Action:

- ▶ Rutherford County will promptly and thoroughly investigate all reports of harassment, sexual harassment, any threats of violence, actual acts of violence and suspicious individuals or activities.
- ▶ Rutherford County has zero tolerance policies regarding harassment and workplace violence.
- ▶ Employees who are determined to have engaged in these activities may be subjected to formal discipline up to and including termination.

What You can do to support Rutherford County's work environment:

- ▶ Keep a check on your personal behavior:
 - ▶ Put yourself in the other person's shoes.
 - ▶ Would you speak the same way the same thing or appreciate someone speaking to you or someone that you loved in that manner?
 - ▶ Because of our public status, it is **ALWAYS** possible for incidents to be featured in the news.
 - ▶ If there is a possibility of someone's taking offense to what you will say, it is best **NOT** to say it.

Weapons Policy

- ▶ Employees are prohibited from carrying weapons on County property unless required to do so pursuant to the employee's job description
- ▶ If an employee is required to carry a weapon, he/she must complete training and re-training as required by Rutherford County

Rutherford County Employee Handbook

- ▶ Go to Rutherfordcountyttn.gov
- ▶ Click “Employees Only”
- ▶ Click “Employee Handbook”
- ▶ Harassment is section 1016 starting on page 17



Quiz

<https://secure.rutherfordcountyttn.gov/hrquiz/harassment.aspx>